



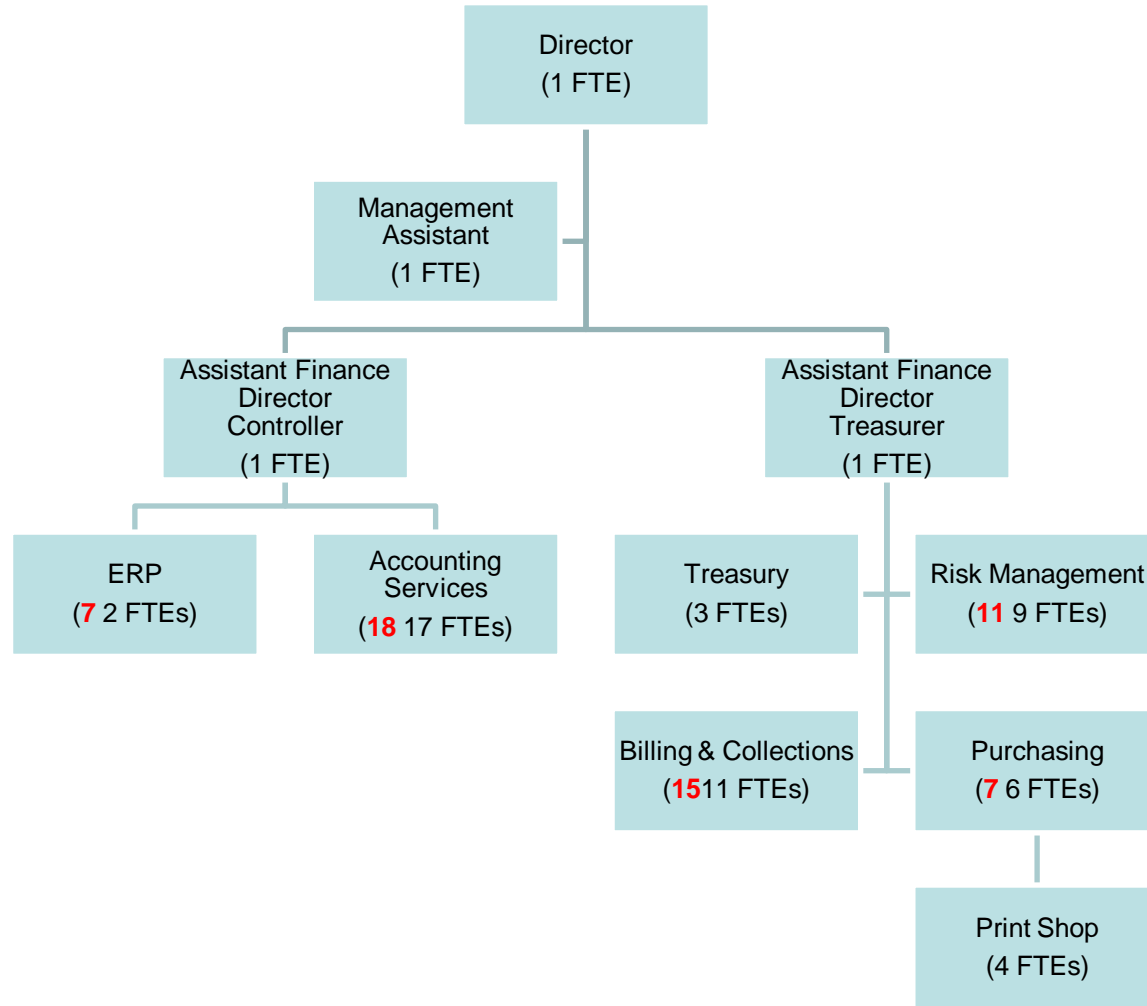
Finance Department

Proposed Budget
FY 2009-10



Finance

(**FTEs 69** FTEs 56)





Program Prioritization

1. **Office of the Director**
This program provides leadership and management direction for the department, and policy formulation and analysis for the City.
2. **Payroll**
This program processes the biweekly payroll checks for 2,300 employees.
3. **Accounts Payable**
This program provides accounts payable for 50,000 invoices annually.
4. **Financial Reporting**
This program provides financial reporting including the CAFR, annual and quarterly financial reports, and federal, state and other agency reports.
5. **Purchasing**
This program provides a centralized approach for bid specifications and solicitations for apparatus, supplies, equipment, and materials for all departments. Also includes contract compliance and disposal of surplus property.
6. **Treasury Mgmt.**
This program provides cash, investment portfolio, debt management, and banking services.
7. **Interlocal Tax Contract**
Property tax collection contract with Durham County.

Program Prioritization



8. Billing & Collections

This program provides a centralized non-utility billing and collection of all revenues.

9. Safety

This program provides support to departments in occupational safety, health and OSHA compliance.

10. ERP – Staying in Finance

This program provides non-technical support of the MUNIS ERP system.

11. ERP – Moving to Technology Solutions

This program provides technical support of the MUNIS ERP system.

12. Claims

This program provides claims management of workers compensation and general liability/auto claims.

13. Employee Health Services

This program provides pre-employment physicals, drug screens, on the job injury evaluations, approval for return to work clearance, and various medical screening tests.

14. Physicians Services Contract

15. Print Shop

This program provides a full service copy and printing shop as well as mail services.



Resource Allocation Table

Appropriations	Actual FY 2007-08	Adopted FY 2008-09	Revised FY 2008-09	Estimated FY 2008-09	Proposed FY 2009-10	Change
Personal Services	\$ 4,193,994	\$ 4,523,979	\$ 4,405,805	\$ 4,338,159	\$ 3,705,816	-18.1%
Operating	2,801,504	2,421,146	2,469,031	2,361,695	2,392,159	-1.2%
Capital	-	56,000	1,500	-	-	-100%
Departmental Appropriations	\$ 6,995,498	\$ 7,001,125	\$ 6,876,336	\$ 6,699,854	\$ 6,097,975	-12.9%
Non-Departmental	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Appropriations	\$ 6,995,498	\$ 7,001,125	\$ 6,876,336	\$ 6,699,854	\$ 6,097,975	-12.9%
Full Time Equivalents	67	68	69	69	56	-12
Part Time	-	-	-	-	-	-
Revenues						
Discretionary	\$ 6,561,242	\$ 6,510,725	\$ 6,384,325	\$ 6,207,843	\$ 5,628,554	-13.5%
Program	216,726	265,930	265,930	265,930	277,970	4.5%
GF Total Revenues	\$ 6,777,968	\$ 6,776,655	\$ 6,650,255	\$ 6,473,773	\$ 5,906,524	-12.8%
Other Fund Revenues	\$ 217,530	\$ 224,470	\$ 226,081	\$ 226,081	\$ 191,451	-14.7%
Total Revenues	\$ 6,995,498	\$ 7,001,125	\$ 6,876,336	\$ 6,699,854	\$ 6,097,975	-12.9%
Grant Appropriations	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Full Time Equivalents	-	-	-	-	-	0



Operational Impacts of Budget Changes

- Transferring ERP division from Finance to Technology Solutions.
 - Once implementation is completed TS department to maintain server, desktops, interfaces, and upgrades.
 - External auditor recommend this as a best practice.
- Forming central Billing and Collections Division for non-utility services.
 - Minimal impact provided staff is cross-trained for full range of position duties, rather than specializing in one particular area of position.
 - With successful cross-training, expectation is one of increased efficiency and better customer service.
- Reducing process time for routine transactions and processes.
 - Payment of invoices.
 - Development and distribution of quarterly financial reports.



FY 10 Performance Measures

OBJECTIVE: To maintain the highest credit ratings.

STRATEGY: Present information to the rating agencies that illustrates the city's financial, administrative and economics strengths.

	Actual	Adopted	Estimated	Proposed
MEASURES:	FY 2008	FY 2009	FY 2009	FY 2010
Credit rating issued by S&P	AAA	AAA	AAA	AAA
Credit rating issued by Fitch	AAA	AAA	AAA	AAA
Credit rating issued by Moody's	Aaa	Aaa	Aaa	Aaa

OBJECTIVE: To reduce valid delinquent receivables by 10%.

STRATEGY: Utilize the State Debt Set-Off Program to collect problem accounts.

	Actual	Adopted	Estimated	Proposed
MEASURE:	FY 2008	FY 2009	FY 2009	FY 2010
\$ Recoveries from debt set-off	\$196,459	\$100,000	\$115,000	\$100,000

OBJECTIVE: To maintain an average purchasing cycle time for routine purchases of 2 days.

STRATEGY: Maintain continuous process improvements for the City's purchasing and payment process.

	Actual	Adopted	Estimated	Proposed
MEASURE:	FY 2008	FY 2009	FY 2009	FY 2010
# Average cycle time for routine purchases	2	2	2	2



FY 10 Performance Measures

OBJECTIVE: To issue a CAFR that is in compliance with all statutory and GASB requirements and provides useful discussion and comments concerning the city's financial condition, and to provide a Citizens' Financial Report.

STRATEGY: Issue a CAFR that qualifies for the GFOA's Certificate of Excellence in Financial Reporting.

	Actual	Adopted	Estimated	Proposed
MEASURE:	FY 2008	FY 2009	FY 2009	FY 2010
# Certificate awarded	1	1	1	1

OBJECTIVE: To publish a Popular Financial Report for public distribution that provides summary financial information in a format that is easy to read and informative.

STRATEGY: Condense the financial highlights of the CAFR, publish a report that meets the GFOA standards, and receive the Popular Report Award.

	Actual	Adopted	Estimated	Proposed
MEASURE:	FY 2008	FY 2009	FY 2009	FY 2010
# Popular Report Award	1	1	1	1